

# Collection Development Policy

Manual Approved by the

White Lake Township Library  
Board of Trustees

08/28/08

Updated 11/17/21, 12/18/24

## **Vision Statement**

Inspiration through Information

## **Mission Statement**

The White Lake Township Library is committed to providing informational, educational, cultural, and recreational resources in a welcoming environment that offers the opportunity for the community to gather and grow, leading to enrichment, enjoyment, knowledge, and lifelong learning.

## **Purpose of this Policy**

Collection development is an ongoing activity; the collection evolves as the needs of the community evolve and as changing technology provides additional or alternative resources. Because no Library budget is large enough to permit the purchase of every worthy resource, this Collection Development Policy guides the Library staff in most effectively using the White Lake Township Library's financial resources to meet the present and anticipated needs of the community it serves. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist staff in selecting Library resources, evaluating the collection, and maintaining the collection's currency, relevancy, and usefulness. Periodically, the Board of Trustees of the White Lake Township Library reviews this document as well as the principles of intellectual freedom enunciated by the American Library Association, Michigan Compiled Laws, and the First Amendment to the U.S. Constitution.

## **Definitions**

The term "Library Materials" means books, magazines, DVDs, CDs, items in the Library of Things, or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult, and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computers or Internet use.

The term "selection" refers to the decision to add, retain, or withdraw material from the collection. It does not refer to reader guidance or to how Library Materials are displayed within the Library.

## **Scope of this Policy**

Information comes into the Library through a variety of means. Besides materials and electronic resources selected by the Library staff, information in the form of flyers, pamphlets, and other print media are placed in the Library by community groups and agencies. In addition, patrons, when assessing the Library's Internet stations have access to an unlimited array of print and visual items not selected by the Library.

The scope of this policy manual is confined to Library Materials purchased, obtained,

put into circulation, or otherwise selected by Library staff and not to any items brought into the Library by patrons or other third parties.

### **Responsibility to the Community**

The public library plays an active and positive role in the community. It strives to be the unbiased repository for the recorded expression of thought. It is committed to the freedom of information and open access to multiple points of view. In a democratic society, every individual needs to be free to explore all ideas.

The White Lake Township Library (hereafter referred to as the Library) fulfills its mission when it selects and makes available materials and databases for the enlightenment, cultural development, and enjoyment of all members of the public, including all age levels and many levels of interest and ability. Moreover, the collection should include materials that represent topics of current interest and those of enduring value.

The Library considers the diversity of community needs, interests, and demands for titles and formats in the materials selection process. The inclusion of materials thus signifies the importance of diversity; it does not represent an endorsement. Efforts are made to provide materials that represent a variety of viewpoints on issues. All libraries, then, are likely to contain some materials that some patrons may find objectionable. In addition, collections may not contain all materials that some patrons feel are important. In both cases, the Library has established procedures to hear the voices of the community. (Please see "Request for Addition of a Title/Source" and "Request for Reconsideration of a Title/Source" below.) All comments and suggestions are welcome, and forms are available on paper and through the Library website to make it easy for patrons to express their opinion

The Library does not label materials except to aid the public in finding them in the Library; for example, the Library may use stickers such as "new" or "mystery."

What people read is an individual choice. Every person has the right to reject items for him- or herself, but a public library does not have the right to censor or restrict others' freedom to choose what they prefer to read, view, or hear.

The responsibility for monitoring a child's reading, listening, and viewing rests with the parent or legal guardian. The selection of materials for the Library is not restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Library respects each individual parent or legal guardian's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act *in loco parentis* (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions. The Library staff is willing to

work with the parent or legal guardian to determine what materials are best suited for a child's needs within the framework or guidelines established by the parent or legal guardian.

### **Principles of Collection Development**

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of resource sharing. Access to all materials legally obtainable should be assured to the public, and policies should not exclude materials even if such materials offend a librarian or some members of the community.

The Library collection is developed and maintained to serve the entire community of White Lake, with the collection addressing the needs of both current and potential users. Items are evaluated as a whole, not on the basis of a particular section or sections. Thus, an item will not be included in, or excluded from, the collection because of:

- Race, religion, nationality, sexual orientation, or views of the author;
- Depictions or descriptions of violence or sexual activity;
- Controversial content;
- Endorsement or disapproval by any individual or community group.

### **Responsibility for Selection**

Library staff qualified by education, training, interest, and job classification are responsible for selecting materials and electronic resources. Overall responsibility for the collection rests with the Director, subject to the policies and mandates of the Board of Trustees.

### **General Selection Standards**

Because its ability to purchase and store materials is limited by both budgets and the building, the Library has established standards for purchase and retention.

These standards are developed, implemented, and revised by librarians who are trained in adult, young adult, juvenile, reference, local history, audio-visual, and electronic services. These standards may be applied to all formats. The standards include, but are not limited to:

- Current interest
- Timeliness
- Educational significance
- Positive reviews
- Recommendations by professionals
- Patron requests
- Accuracy

Contribution to the breadth of representative viewpoints  
Value commensurate with cost and/or need  
Reputation of author/publisher/producer

### **Collection Development Level**

Both circulating and reference materials will be collected within what is considered the “Basic Information Level” for all subject areas. As defined in the Guide for Written Collection Policy Statements by the American Library Association, 1989, this means that the Library will usually purchase materials that serve “to introduce and define a subject and to indicate the varieties of information available elsewhere.” The Library's staff is trained to offer suggestions for further research beyond the local collections or to request materials from other libraries for the customer.

### **Non-Duplication**

Oakland County is home to several institutions of higher learning. The Library recognizes the purpose and resources of libraries at these and other institutions, as well as those of local school districts, and will not needlessly duplicate materials found in their collections. The Library does not acquire textbooks, professional or academic journals, or other curriculum-related materials except as such materials might also serve the general public, e.g., basic science books. Nor does the Library purchase multiple copies in sufficient quantity to meet the assigned informational demands of local institutions, schools, and colleges, or non-library reading groups.

### **Resource Sharing with Other Libraries**

The Library participates in several resource-sharing networks. Patrons are encouraged to use these networks to borrow materials that the Library does not own, and staff will assist patrons if necessary. Please see Section 3Ac in the *Public Service Policy Manual* for more details on current resource-sharing services.

### **Gifts**

The Library does not provide formal monetary appraisal of any gift for income tax or other purposes. The Library retains unconditional ownership of gifts and decides if items will be added to the collection, offered in a book sale, or discarded. The Library reserves the right to refuse donations. Please see Section 1n in the *Public Service Policy Manual* for more details on Donation of Materials and Equipment.

### **Memorial Gifts**

Patrons may donate money to the White Lake Township Library for the purchase of specific materials as memorial gifts. The items must meet all regular selection process criteria. The staff can advise and assist patrons in the selection process. A memorial gift plaque is placed on the inside cover, noting the person the item is donated on behalf of and the year of donation.

### **Reference Information Sources**

The White Lake Township Library maintains a moderately comprehensive basic print reference collection at the Basic Information Level. Insofar as licenses and costs permit, electronic products may be subscribed to by the Library and are offered for use off-site as well as in the Library. The Library also provides access to MeL (Michigan electronic library) and its contracted reference databases, many of which are also available for use off-site. Both MeL and the Library, through their respective websites, guide users to selected recommended Internet sites and provide access to the full range of Internet sites permissible under Michigan law.

### **Withdrawn Materials**

Librarians periodically re-examine materials, including gift items, in order to re-evaluate the overall collection and specific items within it. Doing so keeps the collection optimally sized and current. Staff considers the condition, use, and timeliness of materials when deciding what items to withdraw from the collection. If a concern arises regarding a withdrawal decision, the staff refers to CREW: A Weeding Manual for Modern Libraries, by Jeanette Larson, Texas State Library, 2012. The Library may offer withdrawn materials to the White Lake Township Friends of the Library or other groups or organizations whose purpose is consistent with or furthers the Library's mission.

### **Requests for Addition of a Title/Source**

The Library serves a diverse public. Occasionally, a patron may think that the Library should add a particular title to the collection. Patrons may request the addition of a title or source by utilizing the Material Suggestion Form on the Library's website. Forms are also available at the Library service desks. The completed form will be referred to the staff member responsible for selecting in that area. If the appropriate selector determines that the title should be added, the Library will obtain a copy, and the patron making the request will be informed of the decision. The patron will also be informed if the decision is not to add the title to the collection. The Library maintains exclusive authority to determine whether any item is added to the collection. The Library Director's decision is final.

### **Requests for Reconsideration of a Title/Source**

The Library serves a diverse public. Occasionally, a patron may believe that a specific title or source should not be in the collection. In this instance, the patron should first discuss the material with the Library Director.

If, following the discussion, the patron still wishes the Library to reconsider the title or source, he or she must fill out a "Request for Reconsideration of Library Material" form. Forms are available at all the Library service desks and on the Library website. Because items are evaluated as a whole, a title will not be reconsidered unless the patron making the request has read/viewed/heard the entire item. Also, if the material has been

previously reconsidered, it will not be reconsidered again unless the newer request is based on substantially different reasons than the first. The request will be referred to a collection development committee for review. The patron will be informed in writing of (1) the receipt of the request and (2) the decision.

If the patron is not satisfied with the decision (which can include a decision not to process the appeal because it is not substantially different), he or she may appeal in writing to the Director within 10 days of receiving the decision. The letter should be addressed to:

Director  
White Lake Township Library 11005 Elizabeth Lake Rd White Lake, MI 48386

The Director will respond in writing within 30 days. The 30-day time frame may be extended if it is not a reasonable amount of time based on the nature of the appeal and timing of the appeal. The Library Director shall provide a notice of the extension, including the date by which the patrons should expect a response.

The Director's decision may be appealed in writing to the Board of Trustees. The appeal letter must be sent within 10 days of the Director's decision letter and should be addressed to:

President, Board of Trustees  
White Lake Township Library 11005 Elizabeth Lake Rd White Lake, MI  
48386

The board will make a decision and inform the patron in writing within 90 days. The title under consideration will remain in the collection throughout the process to support the freedom to read/view/listen for other patrons. The collection development committee, the Library Director, and the Library Board may consider the Policy and any other relevant information to reach a decision. Any entity may consult with any other staff or consultants when making this decision.

## White Lake Township Library

### Material Suggestion Form

The White Lake Township Library welcomes suggestions for purchasing and adding materials to the Library's collection. Consideration is based on the Library's Collection Development Policy, and you must have a valid White Lake Township Library card to suggest an item for purchase. While we do our best to accommodate requests, we cannot guarantee that the item will be purchased.

Please check our online catalog to see if the item is available before completing this form.

Only one item per form, please.

PLEASE PRINT

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

ISBN: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Format Requested:

☐ Blu-ray

☐ DVD

☐ Book

☐ E-Book

☐ E-Audiobook

☐ Large Print Book

☐ Other

\_\_\_\_\_



Audience:

☐ Youth

☐ Young Adult

☐ Adult

Would you like to be added to the hold list if we order the requested material? Holds are not available for E-Books or E-Audiobooks.

☐ Yes

☐ No

Library Card Number: \_\_\_\_\_

PIN Number: \_\_\_\_\_

Comments or additional information: \_\_\_\_\_

\_\_\_\_\_

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## **White Lake Township Library**

### **Request for Reconsideration of Library Material Form**

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The White Lake Township Library respects the opinions of Library patrons concerning the items in its collection. Your request will be referred to the appropriate committee, and you will be informed in writing of (1) the receipt of the request and (2) the decision. The Library's Collection Development Policy guides the selection of materials. A copy is available to you upon request.

Please complete this form and submit it to the Library Director, 11005 Elizabeth Lake Road, White Lake, Michigan 48386. Only requests by White Lake Township residents will be considered.

First and last name:

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Address:

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City:

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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Material on which you are commenting:

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Format (Circle one):   Book   DVD/Blu-Ray   Audiobook   Other

Please summarize your reasons for requesting reconsideration of the material owned by the White Lake Township Library.

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Did you read/view/listen to the entire work?

☐ Yes

☐ No

Please note that because items are evaluated as a whole, a title will not be reconsidered unless the patron making the request has read/viewed/heard the entire item.

Which pages, sections, or portions of the material are of concern to you and why?

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Is there material that would, in your opinion, be more appropriate to cover the same subject or content?

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Have you read any reviews of this material?

\_\_\_Yes

\_\_\_No

If yes, please provide the sources of reviews you have read.

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What action would you like the Library to take regarding this material?

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Upon receipt of a Request for Reconsideration, the request will be referred to a collection development committee for review to prepare a written response to the individual's request.

During the request for reconsideration process, library staff will not restrict or remove the material from its collection. The exception to this process is if the library owns only one copy of the material and library staff need it for the review process.

If the patron is not satisfied with the decision (which can include a decision not to process the appeal because it is not substantially different than the material that has been reconsidered previously), he or she may appeal in writing to the Director within 10 days of receiving the decision.